

PURCHASE ORDER
MUNICIPAL GOVERNMENT OF GLORIA

Supplier: EMJAT GENERAL MERCHANDISE	P.O. No.: 2021-016-709
Address: Alag, Baco, Oriental Mindoro	Date: November 8, 2021
TIN: 267-536-217-000	Mode of Procurement: Shopping
	PR No./s: 2021-016-1259 to 1277

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: General Service Office	Delivery Term: 30 days
Date of Delivery:	Payment Term: after delivery and acceptance

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	boxes	Ballpen, black, 0.5	35	70.00	2,450.00
2	box	Ballpen, 0.5, (black, blue, red),50's	2	260.00	520.00
3	box	Ballpen, black, 0.7	2	70.00	140.00
4	pcs	Ballpen, black	10	30.00	300.00
5	jar	Binder clip medium 1' assorted colors 40's	1	155.00	155.00
6	boxes	Binder clip, extra large, 2"	1	85.00	85.00
7	boxes	Binder clip, big 2' 12's	20	85.00	1,700.00
8	boxes	Binder clip, medium, 1" 12's	23	28.00	644.00
9	boxes	Binder clip, small, 3/4" 12's	22	19.00	418.00
10	reams	Bond paper, A4, s.20	9	214.00	1,926.00
11	reams	Bond paper, long, s.16	20	203.00	4,060.00
12	reams	Bond paper, long, s.20	113	225.00	25,425.00
13	reams	Bond paper, short, s.16	20	180.00	3,600.00
14	reams	Bond paper, short, s.20	85	205.00	17,425.00
15	pack	Bond Paper asstd color (valiant)	1	285.00	285.00
16	reams	Bond Paper Color yellow (short)	1	285.00	285.00
17	pcs	Bookends Holder	12	145.00	1,740.00
18	pcs	Brown envelop, long	125	3.30	412.50
19	pcs	Brown envelop, short	20	2.65	53.00
20	pcs	Clipboarder (long) Hardboud	2	139.00	278.00
21	pcs	Calculator - HL-122TV, 12 digits	2	845.00	1,690.00
22	pcs	Cartolina Fuschia (pink)	15	10.56	158.40
23	pcs	Castell Eraser (small)	1	33.00	33.00
24	pcs	Certificate Holder, Long, Blue	2	53.00	106.00
25	pcs	Certificate Holder, Short, Blue	2	44.00	88.00
26	reams	Colored Bond paper, Assorted color (long)	5	285.00	1,425.00
27	reams	Colored Bond paper, Assorted color (short)	5	226.00	1,130.00
28	pcs	Correction tape, 5mmx6m	2	100.00	200.00
29	pcs	Correction tape, 5mmx6m, refill	49	46.50	2,278.50
30	pcs	Correction tape, 55mmx10mm, disposable width	20	50.16	1,003.20
31	pcs	Correction tape, disposable, ordinary	7	42.24	295.68
32	rolls	Double sided tape, 1", w/o foam	3	37.00	111.00
33	pc	DVD+ R	10	47.00	470.00
34	pcs	Expanded envelope w/ garter, long, (blue)	30	18.00	540.00
35	pcs	Expanded envelope w/ garter, long, (green)	54	18.00	972.00
36	pcs	Expanded envelope w/ garter, long, (pink)	30	18.00	540.00
37	pcs	Expanded envelope w/ garter, long, (red)	30	18.00	540.00
38	pcs	Expanded envelope w/ garter, long, (violet)	30	18.00	540.00
39	pcs	Expanded envelope w/ garter, long, (yellow)	30	18.00	540.00
40	pc	Expanded envelope w/ garter, long	65	18.00	1,170.00
41	pc	Expanded folder, long,	20	19.50	390.00

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42	pcs	Expanded Folder, long, dark blue			
43	pcs	Expanded folder, long, green	10	19.50	195.00
44	pcs	Filing tray steel, 3 layers, (steel, black)	110	19.50	2,145.00
45	pcs	Folder, white, long	1	791.00	791.00
46	pcs	Folder, white, short	201	10.50	2,110.50
47	btls	Glue, 40g	85	6.00	510.00
48	btls	Glue, 1010g	2	30.00	60.00
49	btl	Glue, 130g	1	502.00	502.00
50	pcs	Highlight marker, Asstd color	10	62.00	620.00
51	pc	Highlight marker, pink	7	48.00	336.00
52	pcs	Laminating Film	2	48.00	96.00
53	pcs	Loose Leaf	10	89.00	890.00
54	pcs	Mailing envelope, white, long	100	37.00	3,700.00
55	rolls	Masking tape 1"	50	2.00	100.00
56	rolls	Masking tape 2"	7	44.00	308.00
57	btl	Multi- purpose (glue) 240g	20	84.00	1,680.00
58	rolls	Packaging Tape 2' tan roll (2inch x100m)	2	139.00	278.00
59	pcs	Packing tape #2	2	65.00	130.00
60	box	Paper Fastener (plastic)	2	55.00	110.00
61	box	Paper clip, coated 33mm 100's small	5	44.00	220.00
62	box	Paper clip, coated 50mm, 100's big	29	18.00	522.00
63	pcs	Pencil eraser, big	26	29.00	754.00
64	box	Pencil no. 1	4	40.00	160.00
65	boxes	Pencil no. 2	1	109.00	109.00
66	pcs	Pen Holder Basket	8	109.00	872.00
67	pc	Permanent marker, broad, black	1	66.00	66.00
68	pcs	Permanent marker, fine, black	11	51.50	566.50
69	btl	Permanent marker ink, black	1	51.50	51.50
70	pack	Photo paper 20's	1	106.00	106.00
71	roll	Plastic Cover, thin for book cover, 10m	5	85.00	425.00
72	yards	Plastic Cover, thin for book cover,	1	225.00	225.00
73	pcs	Plastic envelop, long	10	15.00	150.00
74	boxes	Plastic fastener, assorted colors	5	15.00	75.00
75	pcs	PVC sheet (long)(clear)	6	44.00	264.00
76	pcs	PVC sheet (short)(clear)	50	13.00	650.00
77	box	Rubber Bond 50gms (thick) (yellow)	50	12.00	600.00
78	box	Rubber Bond 350gms (thick) (yellow)	1	32.00	32.00
79	pc	Record book (200 leaves)	5	309.00	1,545.00
80	pcs	Record book (300 leaves)	4	65.00	260.00
81	pc	Record book mini size	21	90.00	1,890.00
82	pcs	Record book (500 pages) landscape	1	61.00	61.00
83	pcs	Record book (500 pages)	2	113.00	226.00
84	pcs	Ruller 12", plastic	26	113.00	2,938.00
85	box	Ruller 12", stainless	3	10.00	30.00
86	pc	Scissor (small)	2	66.00	132.00
87	pcs	Scientific Calculator 12 digits	1	41.00	41.00
88	pcs	Scissors, 8"	2	650.00	1,300.00
89	pcs	Scotch tape 1"	2	109.00	218.00
90	pcs	Sign Pen, 0.4, black	21	29.00	609.00
91	pcs	Sin Pen 0.4 G -Tech	3	91.00	273.00
92	boxes	Sign Pen, 0.5, black	1	91.00	91.00
93	pcs	Sign Pen Hi- Techpoint V10 Grip	5	325.00	1,625.00
94	boxes	Sign Pen 0.7 (black)	6	100.00	600.00
95	boxes	Sign Pen (black)	2	289.00	578.00
96	boxes	Sign Pen (blue)	5	1,046.00	5,230.00
97	boxes	Sign Pen (red)	5	1,046.00	5,230.00
98	boxes	Staple wire, no.35, straight	5	1,046.00	5,230.00
99	pc	Staple wire, with remover (ordinary)	14	68.00	952.00
100	boxes	Staple wire, no.35, curve	12	175.00	2,100.00
101	pcs	Stapler with remover, no. 35 (1 blue & 1 black, pink) the	10	86.00	860.00
102	pads	Sticky note 2x3	3	430.00	1,290.00
103	pads	Sticky note 2x5	2	26.40	52.80
			4	30.16	120.64

Master's name

104	pad	Sticky note 3x3			
105	pads	Sticky note, strip size, plastic	9	34.32	308.88
106	pc	Sticky note, strip size	19	38.64	734.16
107	packs	Sticky notes strips Rainbow color (plastic)	2	42.24	84.48
108	pcs	Sticker paper (A4)	5	50.16	250.80
109	pc	Tape Dispenser for 1"	50	8.50	425.00
110	packs	Vellum paper, short, white, 180gsm	7	288.76	2,021.32
111	box	Whiteboard eraser, (small)	7	38.28	267.96
112	pc	Whiteboard marker, black	1	30.00	30.00
113	pc	Whiteboard marker, black	4	76.56	306.24
	pads	Yellow paper	6	70.00	420.00
Total					P134,863.06

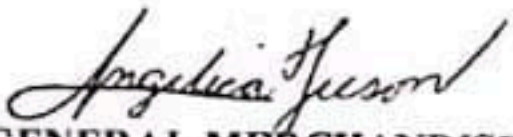
Total Amount in Words:

One Hundred Thirty Four Thousand Eight Hundred Sixty Three Pesos and Six Centavos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


EMJAT GENERAL MERCHANDISE


GERMAN D. RODEGERIO

Signature over Printed Name of Supplier

Municipal Mayor

Nov 8, 2021

11/8/2021

Date Signed

Date Signed

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.

Approved per Sanggunian Resolution No.:

Not Applicable

Certified Correct:

Not Applicable

Date

Copy Distribution:

Orig - DV COA

2nd - DV/MAcO

3rd - BAC

4th - Supplier



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF GLORIA

OFFICE OF THE BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

November 9, 2021

ANGELICA B. TECSON
EMJAT GENERAL MERCHANDISE
Alag, Baco, Oriental Mindoro

Dear Ma'am/Sir,

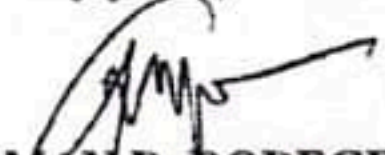
The attached Contract Agreement having been approved, notice is hereby given to **EMJAT GENERAL MERCHANDISE** may commence on the **Supply and Delivery of Consolidated Office Supplies for Fourth Quarter** effective on the day or date after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Municipal Government of Gloria, Oriental Mindoro.

Contract Duration: 30 days upon the effectivity of Notice to Proceed.

Very truly yours,


GERMAN D. RODEGERIO
Municipal Mayor

I acknowledge receipt of this Notice on November 9, 2021

Name of the Representative of the Bidder: Angelica B. Tecson

Authorized Signature: 